



18 JUL 1989



MEMORANDUM FOR: Director of Personnel, DA
Director of Training and Education, DA

FROM: William F. Donnelly
Inspector General

SUBJECT: OT&E Brochure: Earnings and Leave Statement

1. The brochure Earnings and Leave Statement, recently distributed to all employees, is a useful addition to the body of published guidance available to employees. We find the section "Employee Responsibilities" to be particularly useful. I commend you for its publication.

2. As you may be aware, Time and Attendance (T&A) problems surface quite often in our work. I encourage you to follow through on plans to provide a copy of the brochure to all employees entering on duty and to emphasize to them their personal and legal responsibility for the accuracy and correctness of their T&A claims.

William F. Donnelly

cc: DDA

DD/A REGISTRY
FILE: PERS-3-AR

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